

COVID-19 GUIDANCE FOR EXTERNAL EVENTS AND MEETINGS

According to the CDC, COVID-19 is spread in three main ways: Breathing in air when close to an infected person who is exhaling small droplets and particles that contain the virus. Having these small droplets and particles that contain virus land on the eyes, nose, or mouth, especially through splashes and sprays like a cough or sneeze. Touching eyes, nose, or mouth with hands that have the virus on them. The guidance that follows reflects current CDC recommendations to reduce COVID-19 transmission on our campus.

Avoid coming to campus, or leave immediately if already on campus, if you have:

- A fever of greater than 100.4 degrees or chills
- New loss of taste or smell
- Shortness of breath or difficulty breathing
- Fatigue, headache, muscle or body aches
- Nausea, vomiting, or diarrhea
- Sore throat, cough, congestion or runny nose
- Been diagnosed with COVID-19 or advised by a healthcare provider to self-isolate because you are experiencing COVID-19-like symptoms. See <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>.
- Been in close contact with an individual diagnosed with COVID-19, unless you are fully vaccinated (2 weeks have passed since you received the second of a two-shot vaccine or the first of a one-shot vaccine) and are asymptomatic. For a definition of “close contact,” see <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>.



Fully vaccinated individuals who think they may have been exposed to COVID-19 can find CDC guidance here:
<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>

Follow current college guidelines for face coverings.

- The college reserves the right to require masks be worn at any time the transmission rate presents a risk to the health and safety of our campus community. Notification of a mask mandate* will be via myLakeland announcement, e-mail, and posted signage.
- The college reserves the right to mandate that the students and employees of particular academic programs (e.g., nursing) and extracurricular cohorts (e.g., sports teams) wear masks when it is deemed to be in the best interest of the health and safety of the participants.
- When masks are mandated, wear a face covering, preferably a cloth mask, in the manner recommended by the CDC while indoors in areas of the campus accessible to the public including classrooms and common areas that don't allow for at least six feet of separation from others.

*Individuals unable to wear a cloth face mask or covering due to a health condition should contact Event Services (440-525-7090 or events@lakelandcc.edu) to discuss accommodations.

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As part of our on-going COVID-19 prevention campaign, all students, employees and visitors should keep a reasonable amount of social distance (3-6 feet) between themselves and others.

- Refrain from hugging and shaking hands with others.
- Consider how technology might augment or replace in-person meetings. Schedule meetings for spaces that will allow for social distancing between participants.
- Be alert for and respect social distancing markers in public areas, office reception areas, and outside of private offices.
- Wear a mask and/or avoid congregating with others for extended periods of time in areas that don't allow for a reasonable amount of social distancing, including when dining together.

Practice good personal hygiene by:

- Washing hands for 20 seconds or longer with soap and warm water, using a clean towel or air drying.
- Applying hand sanitizer throughout the day, and especially after using the restroom or touching public surfaces such as vending machines, tables, stair rails, elevator buttons, doors or desks.
- Refraining from touching your face.
- Cover coughs and sneezes. If you are wearing a mask, you can cough or sneeze into your mask. Put on a new, clean mask as soon as possible and wash your hands. If you are not wearing a mask, always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow and do not spit. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.
- Immediately disposing of used tissues, napkins, disposable utensils, etc., in appropriate receptacles.
- Avoid sharing work materials, phones or equipment.
- Avoid sharing food or coffee (Exception: single serve machines such as Keurig) or leaving food and drinks out in the open.
- Removing magazines, brochures, pens, candy, and other shared items from reception areas.
- Frequently disinfecting desks, workstations, shared equipment (e.g., copy machines, microwaves, refrigerators), and high-contact surfaces (e.g., door knobs, vending machines, keypads) after use.
- Propping open main doors to office areas, as appropriate, to reduce touching of door handles.

Comply with the directives found on posted signage.

Report violations of the above to the Human Resources Department, the office of the Dean of Students, and/or Campus Police. Questions, concerns, and kudos related to COVID-19 may be registered via the feedback links found on the college's [COVID-19 webpage](#).

Updated: September 14, 2021

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